

# HAYWARD FIRE DEPARTMENT



## RECRUITMENT GUIDE







## *MISSION STATEMENT*

*“THE MISSION OF THE HAYWARD FIRE  
DEPARTMENT IS TO PROTECT LIVES  
AND PROPERTY BY PROVIDING  
SUPERIOR FIRE SUPPRESSION AND  
EMERGENCY MEDICAL SERVICES  
(EMS), SUPPORTED BY PREVENTION  
THROUGH RESPONSIBLE REGULATORY  
AND EDUCATIONAL PROGRAMS.”*

## **ABOUT THIS INFORMATION BOOKLET**

This booklet was created to inform prospective candidates interested in The Hayward Fire Department about the recruitment and hiring process. It encompasses many aspects of the position of Firefighter and the preparation needed to potentially become a member of one of the most respected Fire Departments in the country.

The end result of the recruitment process is the creation of an eligibility list. This eligibility list is in effect for 1 year, but may be extended (per the Fire Chief) to fill vacancies as they occur.

Testing for a position in the fire service is extremely competitive and demanding. The key to becoming a successful candidate depends upon an individual's desire, eagerness, determination, perseverance, and the ability to put forth an extraordinary amount of focus towards becoming a Firefighter. If these goals are met and exceeded, prospective candidates should have no problem placing high on the eligibility list. The candidate must be prepared mentally, physically, intellectually, and emotionally to achieve success on the written exam, the physical performance test and appearing before the interview panel.



The successful candidate will be extremely prepared and familiar with the various components of the examination process, which will greatly enhance their chances of scoring well in each phase of the hiring process.

## **WHAT IS THE JOB OF FIREFIGHTER REALLY LIKE?**

Have you ever been a member of a competitive sports team? Have you ever been involved in an activity where you relied on others to be successful? Is there someone in your life that you cherish so much, you would sacrifice your well-being to keep them from harm? If your answer is “yes” to any of these questions, then you just might have the makings of a Firefighter.

Becoming a Firefighter is truly a “calling” that should not be taken lightly. It is one of the most demanding, but rewarding professions known to man. Firefighters are a band of brothers and sisters who risk their lives daily to protect the citizens of their respective communities. Firefighters respond to a wide array of emergencies that include, but are not limited to, life-or-death situations. Firefighters act as a well-oiled machine and depend upon each other to complete each task they are faced with. It is this “team” concept that determines the success of the Firefighter at any given emergency. The old cliché,

“There is no I in Team,” is extremely relevant in the fire service and every successful department has implemented this “team” concept.



A career in the fire service is both challenging and rewarding.

Firefighting involves a great deal of common sense, skilled physical work, mechanical aptitude, intellectual/mental demands, and respect of authority. Many candidates underestimate the intensity of the challenging examination process and are often overwhelmed by the high level of physical fitness and mental stamina needed to complete the initial testing and interview process.

A Firefighter must fight fires while wearing equipment weighing approximately 50 pounds. In full gear, the Firefighter may be required

to carry heavy equipment, large amounts of pressurized hose lines, citizens from burning buildings, and many other tasks. It behooves every Firefighter to be physically fit, due to the physical demands that are required to perform at the highest level. A large percentage of Fire Department responses are medical emergencies. A Firefighter must be able to evaluate each patient and treat them according to their chief complaint and signs/symptoms. Mental alertness is critical in dealing

with medical emergencies and the responding crew will always perform as a team when treating each patient.



A Firefighter has an obligation to protect, educate, and interact within their communities. Firefighters are tasked with the preservation of life and property, fire prevention education, commercial and residential fire inspection, community outreach, and a multitude of many other positive community functions.

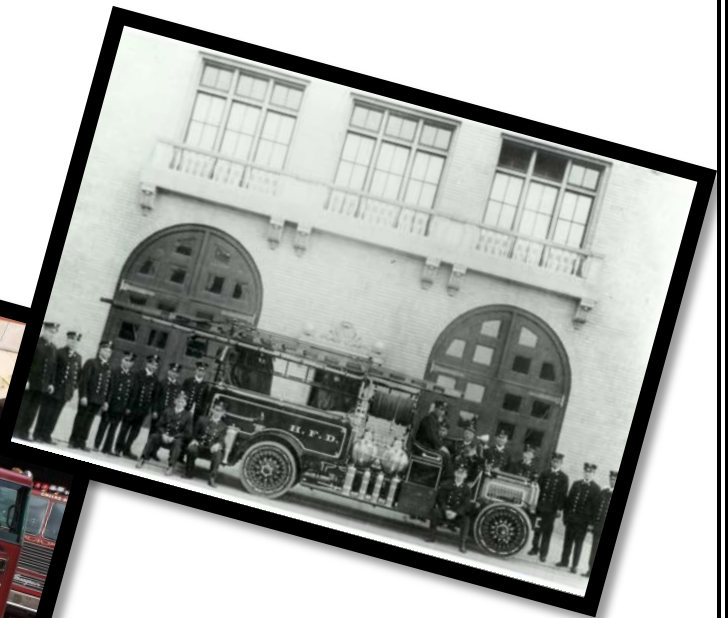


A Firefighter must be willing to be a team player, have common sense, good judgment, good communication skills, the ability to take orders and criticism well, live in close quarters and work non-traditional hours. A Firefighter must be willing to perform maintenance of their living quarters, maintenance of their equipment, and demonstrate the ability to respond to an emergency in an extremely expeditious fashion.



## ABOUT THE HAYWARD FIRE DEPARTMENT

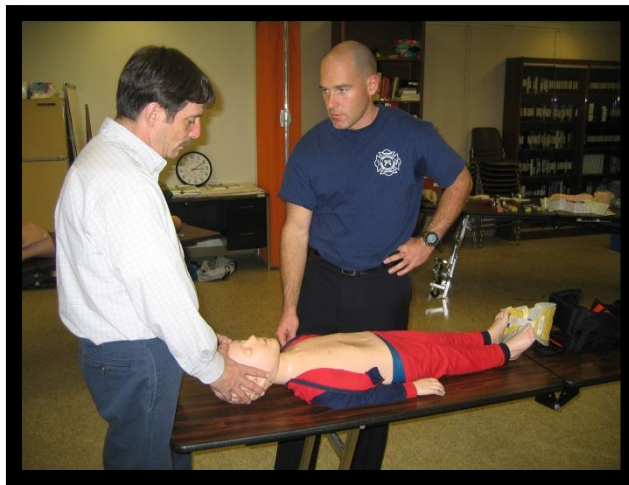
The Hayward Fire Department was established in 1876 and through progressive leadership, has grown to become one of the most recognized Fire Departments in the State of CA. The Department currently has 115 sworn positions and utilizes nine frontline engines, and two tiller trucks, to cover the very densely populated sixty-two square miles that encompass the City of Hayward. Every piece of apparatus is equipped with at least one EMT-Paramedic, in an effort to provide the city with early access to Advanced Life Support. The Department's services of Suppression, Prevention, EMS, and Public Education are in high demand; as evidenced by more than 21,000 annual emergency responses. The Hayward Fire Department foresees promotional opportunities for newly hired candidates, which is a trend that should continue into the future.



## WHAT ARE THE MINIMUM QUALIFICATIONS?

- Must be at least 18 years of age
- High School Diploma or G.E.D. Certificate
- Possession of a Class “C” California Driver’s License
- Minimal uncorrected vision of 20/70 in each eye; both corrected to 20/30 normal color vision
- Possession of and the ability to maintain a valid certification from Alameda County as a paramedic
- Possession of and the ability to maintain a valid Basic Life Support (BLS) and Advanced Cardiac Life Support (ACLS) Certification
- Possession of and the ability to maintain a valid Pre-Hospital Trauma Life Support (PHTLS) or a Basic Trauma Life Support Certificate (BTLS)
- Possession of a Pediatric Advanced Life Support (PALS) Certificate within 2 years of receipt of Alameda County Paramedic Certification

**NOTE:** Applicants who are registered for enrollment or are currently enrolled in a paramedic program by the final filing date of this recruitment will be accepted to compete for the Firefighter/Paramedic Examination. In lieu of certificates, proof of registration for enrollment or current enrollment must be submitted with the application. The California EMT-Paramedic License must be obtained prior to appointment.



## THE FIREFIGHTER EMPLOYMENT PROCESS

- Application and Supplemental Questionnaire
- Written Examination
- Physical Performance Test
- Oral Board Interview
- Successful Candidates Placed on Eligibility List\*
- Aerial Ladder Climb
- Invitation to Chief's Interview
- Background Investigation
- Pre-Employment Medical Examination
- Offer of Employment
- Fire Academy (up to 16 weeks); graduation with successful completion of all written and manipulative exams
- Successful completion of 12 month Probationary period

\*The City of Hayward uses the eligibility list to schedule applicants for a department interview and Chief's oral board as vacancies occur. Selected candidates may continue in the process, which includes a physical examination, a background investigation, a psychological exam, and a pre-employment drug screening. A job offer is the final step in the selection process.





## WHAT TYPES OF TESTS DO YOU HAVE TO TAKE?

**Written Exam:** The written exam may consist of multiple choice and true/false questions and will take approximately 2 hours. The test measures reading comprehension, mechanical and spatial aptitude, mathematics, interpersonal-teamwork, customer service and the ability to comprehend and learn Firefighting material from written instructions.

**Physical Performance Test:** The physical performance test is designed to evaluate your endurance, stamina, strength, speed, and overall ability to perform basic strenuous tasks that professional Firefighters must perform expeditiously. This test is unique to Hayward in that the test is overseen by both Human Resources and Hayward Firefighters.

**Interview Panel:** Those applicants who successfully complete the written exam and physical performance test may be invited to speak with an interview panel. This panel will be comprised of Hayward Fire Department personnel only. The saying that “the cream rises to the top” could not be more relevant during this phase of the selection process. This is your opportunity to stand out among hundreds of applicants and demonstrate to the panel that you have the ability and desire to become a Hayward Firefighter.

## PREPARING FOR THE WRITTEN EXAM

The entry-level exam will examine your ability to read and solve basic problems. This test will not assess your knowledge of Firefighting practices or response to emergency medical situations.

You should select the best, or most correct answer for each question.

There is only one correct answer per question. This will be a timed (2 hour) exam. There will typically be a total of 100 questions on the exam. It will be extremely important that you monitor your use of time wisely. Following are samples of the types of test questions that you may see in your entry-level Firefighter written exam.

### **Sample 1. Vocabulary, Grammar and Spelling**

1. Choose the word that best completes the following sentence.  
Firefighter Smith was so \_\_\_\_\_, he tested 50 hydrants and rolled 500 feet of hose.
  - a. Loyal
  - b. Uncomfortable
  - c. Excessive
  - d. Ambitious

### **Sample 2. Basic Mathematics**

2. In the following number which number after the decimal represents a thousandth? .93456
  - a. 9
  - b. 4
  - c. 6
  - d. 3

### **Sample 3. Mechanical Aptitude**

3. Which answer best describes siphoning?
- a. To lift an object
  - b. Joining two pieces of metal
  - c. Bonding two pieces of plastic
  - d. Transferring liquid through a tube

### **Sample 4. Judgment and Reasoning**

4. Firefighter McHero is searching under beds and in closets of a burning home. Why is he doing this?
- a. Electrical panels are often in closets
  - b. These places often contain smoldering items
  - c. Kids will often use these places to hide from a fire
  - d. Closets on exterior walls can provide easy entry points from outside

Answers: d, b, d, c

## **LIST OF OTHER RESOURCES**

Following is a list of additional resources that can be used to sharpen your skills for the written exam:

### **Basic Math:**

ARCO Civil Service Arithmetic and Vocabulary. Barbara Erdsneker. Petersons, 2001.

Math Essentials for the Pre-GED Student. ARCO. Petersons, 2003.



## **Reading Ability and Comprehension:**

Reading Essentials for the Pre-GED Student. Stephanie Smith. Petersons, 2003.

The Aspiring Firefighter's Two-Year Plan. Paul Leopre. Freepool Publications, 2004.

Study Guide for the Firefighter Interview. Shawn Cooligan & Keith Manser. Delmar, 2008.

Preparation for the written exam should also include sharpening your skills in taking multiple-choice tests. The following are a list of resources that can provide you with practice exams.

Essentials of Fire Fighting, 4<sup>th</sup> ed. IFSTA. Fire Protection Publications, 1998.

ARCO Firefighter. Fred Rafilson, ARCO Publishers, 2002.

Firefighting Exams, 4<sup>th</sup> ed. (2/2001) James J. Murtagh, 2000.

## **PREPARING FOR THE INTERVIEW**

This phase of the hiring process is one that should not be taken lightly. The interview is probably the most important component to becoming a Hayward Firefighter. It is during the initial interview that your ability to “shine” is of the utmost importance. You will be surrounded by the men and women of the Hayward Fire Department, whom you will work with directly if you are offered employment. This is a wonderful opportunity to demonstrate the qualities and traits that make you

stand out. It is during the interview that you should exude confidence, truthfulness, integrity, respectfulness, and common sense. It is paramount that you maintain eye contact and respect for every person on the interview panel. Remember to be yourself and speak from your heart at all times, because insincerity and arrogance will definitely work against you.

Do not become a robot and simply recite facts and figures during your interview, without substantiating them. You will surely become disillusioned with the interview process if you proceed in this manner. The interview is your opportunity to convince the panel that you are definitely Hayward Firefighter material and that you are 100% committed to putting forth the effort required of you.

The interview usually measures interpersonal relations, oral communication skills, judgment, analytical ability, and motivation to become a Hayward Firefighter. Use common sense prior to your interview by being early, well groomed, and wearing business attire. Leave anything that may distract you (cell phone, pager, etc.) or cause embarrassment during the interview in your vehicle or at home. For the interview, it is important to be punctual, honest, poised, confident, and respectful. Remember, the interview panel will be evaluating

communication skills; therefore, it is important to listen carefully and respond clearly and concisely.

The panel will usually ask open-ended questions. For example, to evaluate the candidate's motivation to become a Hayward Firefighter, you may be asked, "How have you prepared yourself to become a Hayward Firefighter?" Examine your personal reasons and the steps taken to achieve this goal. Present your response truthfully and with sincerity; otherwise, your response will not be well received and you may have let a wonderful opportunity pass you by.

Other questions which may be asked are:

1. Give an example of a hardship you experienced and how you overcame it.
2. Give an example of a selfless act you have demonstrated.
3. What would you do if you drove by the scene of an accident and people were screaming for help?

## **PREPARING FOR THE PHYSICAL PERFORMANCE TEST**

The Hayward Fire Department is unique in that the Physical Performance Test is conducted by Hayward Firefighters! It is our goal to motivate, encourage, and assist each candidate during this grueling physical exhibition. Hayward Firefighters are athletic, strong, determined, savvy, and equipped with the physical tools to complete any task put before them. The Department takes pride in physical



fitness and devotes time each work day to maintain a high level of cardiovascular fitness and muscular strength.

Firefighting is a physically demanding career that requires a regular fitness regimen. Imagine carrying a 200 lb. victim from the third floor of a burning building with limited visibility. This is a daunting task, but for the physically fit Firefighter as compared to the layman, this victim has a higher probability of survival. Now imagine that you have just fought a two-alarm warehouse fire for three hours and you're exhausted. Moments later you are called to a house fire with victims inside and you work for two additional hours. This is a realistic scenario in the fire service and it is extremely important to be physically fit in order to perform your tasks.

### **ACTIVITIES TO HELP DEVELOP YOUR FITNESS**

Running and weight training are two activities that can be used in a physical fitness training program to help develop cardiovascular endurance and muscular strength. There are several ways to devise a physical fitness training program. One way is to join a gym and seek out a personal trainer to help you meet and exceed your fitness goals. Another less expensive method is to create a program that best suits you and your problem areas. You can achieve this by reading various fitness magazines and also searching the internet for various training

programs. These methods will only produce results if you are committed to the program and are willing to fight through the pain and difficulty of becoming more active and fit in your everyday life.

It is important to remember that when training, you should gradually increase your workouts on a daily to weekly basis. Do not be afraid to challenge yourself or try new things. The human body responds well when the system is “shocked” with a different routine. Sprinting, long distance running, cycling, running bleachers, are just a few examples of cardiovascular training. Push-ups, dips, chin-ups, and sit-ups are muscular building exercises that can be performed without the use of weights. It is important to remember that healthy eating habits will have a direct result on your overall physical performance. Eating healthy supplies you with the proper “ammunition” needed to become physically fit and confident in your abilities. It must be emphasized that following these guidelines is not a guarantee of a passing score on the Physical Performance Test. However, your chances of passing will be increased if you dedicate yourself to the process and have maintained a progressive physical fitness training program.

### **A DETAILED DESCRIPTION OF THE PHYSICAL PERFORMANCE TEST**

Following is a list of tasks which must be performed to pass the

Physical Performance Test. The tasks are completed consecutively; each task must be properly completed before the next may be attempted. All candidates shall wear a helmet, turnout coat, gloves and a self-contained breathing apparatus while performing the test. (Equipment will be provided by the Fire Department). Candidates participate in this testing process at their own risk, so please do not push yourself beyond what is physically comfortable for you. In order to pass the Physical Performance Test, you must complete all events in 12 minutes or less.

- 1. Ladder Lift and Carry:** Lift and carry. Lift the ladder off the rack; carry it around established course and place back on rack.
- 2. Hose Drag 100' of 3" Hose w/o Nozzle:** Drag 100 feet of uncharged 3-inch hose, 200 feet start to finish. Pull the 100 feet of hose hand over hand, until the end coupling crosses the established finish line.
- 3. Hose Pack Carry to 3<sup>rd</sup> Floor Drill Tower Balcony:** Lift and carry the hose pack up the stairway to the third floor landing. Place the pack on the landing floor. Go to event 4.
- 4. Hose Hoist:** Using rope pull of a roll of hose, hand over hand, up to and over the window ledge, place on the floor. Return the hose roll to the ground, hand over hand. Use hand-over-hand technique only. Lift and carry the hose pack, left on the landing from event 3 and return it to the ground floor.

5. **Joist/Attic Crawl:** Walk or crawl through the attic space, over the attic joist assembly.
6. **Dummy Drag:** Drag a 165 pound dummy, by use of a strap, 30 feet.
7. **Climb Over 4' Wall**
8. **Hose Roll:** Roll two lengths of inch and three-quarter hose.
9. **Hose Load:** Lift and carry, one at a time, six rolls of 3 inch hose, from the ground, to the tailboard of a fire engine. Return the rolls, one by one, to the starting point.

**NOTE:** Those candidates who are selected for an employment interview shall successfully pass an ***AERIAL LADDER CLIMB*** prior to the employment interview.



Remember that you are competing against other candidates who want to get the best times and stand out when their number is called. You've prepared for this day, now it's time to seize your opportunity.

## ON THE DAY OF THE TEST

- Arrive early so you have ample time to locate the test site and find appropriate parking.
- Eat something light an hour or so before the test. This should enhance your concentration, give you energy, and help you focus on the task at hand.



- When you arrive early, register and find a place to relax until your name is called.

## **OTHER THINGS YOU CAN DO TO PREPARE**

### **COMMUNITY COLLEGES**

- Fire Sciences Courses or Associate of Arts Degree
- California State Fire Science Certification Courses
- Fire Service Related Courses
  - Basic English, Grammar, and Reading Comprehension
  - Basic Math
  - Public Speaking
  - Fire Code and Prevention

### **EMERGENCY MEDICAL COURSES**

- Advanced First-Aid Certificate
- Cardio-Pulmonary Resuscitation (CPR) Certificate
- EMT - B Certification
- EMT - I Certification
- EMT - Paramedic License

### **COMMUNITY INVOLVEMENT**

- Volunteer Fire Service Work
  - Office of Emergency Services (OES)
  - California Conservation Corps
  - California Department of Forestry (CDF)
  - Volunteer Fire Departments
  - Explorer Programs
- Volunteer Community Services
  - Church
  - Scout Troops
  - Community Organizations

- Hospitals
- Schools

### MISCELLANEOUS

- When preparing for the Oral Examination: know the City and how it operates. Go to [www.hayward-ca.gov](http://www.hayward-ca.gov)
- Visit the Hayward Firefighters Local 1909 website at [www.haywardfirefighters.org](http://www.haywardfirefighters.org)
- Maintain an above average physical fitness level
- Purchase preparatory Firefighting study guides/exams and become proficient in all aspects encountered on the written exam and oral interviews

Good luck in your journey of becoming a member of an outstanding Fire Department. If you desire to be a Hayward Firefighter, it will take a great deal of preparation, diligence, focus, ambition, and perseverance. It can be achieved!



# HAYWARD FIREFIGHTERS

## LOCAL 1909

### HONOR GUARD



The Local 1909 Honor Guard was formed in 2005. The Guard is comprised of members of Local 1909 and is the first of its kind at the Hayward Fire Department. A team of Local 1909 members was put together to perform flag and guard details at funerals for members past and present. The Honor Guard has provided its services at funerals, which has truly been an honor. It is a great way to show respect to those who have passed on as well as the families in mourning. Currently, the Guard consists of three flag carriers, up to eight axe and pike pole guards, flag folder/presenters, and a bugler. This service has been possible because of the dedication provided by the members of Local 1909, as well as the Hayward Fire Department Management Team. We have only just begun.

**PLEASE NOTE: The provisions of this booklet do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified without notice. The City of Hayward may, without notice, change or eliminate any particular assessment component or combination of components as the needs of the City dictate.**

DATED:  
May 2014



**GARRETT CONTRERAS**

**FIRE CHIEF**